



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All Persons Interested

Project Manager

PN# 101335

Fire Department

Operations

Administration

1205 Dart St

M – F, 8 a.m. - 5 p.m.*

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Assist the department with the design of new fire stations. Analyze the facility needs of the department. Assist with the development of the Five-Year Plan for the department. Assist with the development and management of the department’s Capital Improvement Plan. Develop a plan for the future locations of fire stations including an analysis of current service needs and a projection of future service needs. Evaluate the bids for construction of new stations. Attends pre-bid and pre-construction meetings for construction projects. Serve as liaison with the Building Services Department.

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WORKING CONDITIONS

There are occasional discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve occasional exposure to soiled materials and light chemical substances such as cleaning solutions.

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MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Civil Engineering, Business Administration, Physical Sciences or a closely related field. Requires a valid Texas Class C driver’s license and compliance with the City of Houston’s policy on driving.

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MINIMUM EXPERIENCE REQUIREMENTS

Four years of experience in construction, construction inspection, design, geotechnical, environmental or a closely related field. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

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MINIMUM LICENSE REQUIREMENTS

Valid Texas Drivers License and in compliance with the City Of Houston’s policy on driving (AP2-2).

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PREFERENCES

Preference will be given to applicants with excellent written and verbal communication skills. Construction management experience, ability to read and critique blueprints, experience with Microsoft Office and computer aided drafting preferred.

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SELECTION/SKILLS TESTS REQUIRED

None

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SAFETY IMPACT POSITION Yes ☒ No ☐

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 24

\$1419.00 - \$1,961.00 Biweekly

\$36,894.00 - \$50,986.00 Annually

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OPENING DATE

November 3, 2004

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CLOSING DATE

Open Until Filled

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APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer